MOUNT ROYAL UNIVERSITY

RESEARCH ASSISTANT REQUEST FOR OFFER:

Administered through the DEPT

Start Date (MM/DD/YYYY)**:** **End Date** (MM/DD/YYYY)**:**

Employee's Start Date needs to be a minimum of **10 business days from the date this form is submitted.*

RA's Personal Information

Name: _____
First Name Last Name

E-mail Address: _____

Status: Please Select **Category:** Please Select **ID #** (if MRU Student or Employee)**:** _____

RA's Location Details at the time of employment with MRU

Current Address: _____

Permanent Address:
(If different from the above) _____

**Individuals cannot commence employment with MRU in another province or work remotely after moving out of province on a permanent/ongoing basis. Please email erecruiter@mtroyal.ca to discuss WCB implications if the candidate will temporarily be out of province.*

RA's Education Information:

Degree, Diploma, Certificate: _____

Major: _____

Institution: _____

RA Appointment Details

Department: (Same as PI) _____

Review the Research Assistant Job Descriptions (Levels 1-3) and select the job description and corresponding Grade Step.

Job Description – Grade		Step
Research Assistant 1 – Grade 12	☐	Please Select
Research Assistant 2 – Grade 13	☐	Please Select
Research Assistant 3 – Grade 19	☐	Please Select

Select the Employee Group:

Research Assistants will fall into either a Casual or Flexible employee group depending the length of time you need them to work for you.

☐ **Flexible Employee** - an individual occupying a position whose work schedule is variable and may include an irregular schedule of not less than three (3) hours per shift and up to thirty-fine (35) hours per week.

☐ **Casual Employee** – an individual who generally, works on an on-call basis and does not have regularly scheduled hours and is regularly scheduled for a period of twenty (20) workdays or less for a specific job.

Note: Casual Employees working in excess of the amounts specified above shall be compensated at the rate of one and one-quarter (1.25) times the Employee's regular rate for all excess hours worked.

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Timesheet Approvers:

**If the Approver does not have Timesheet Approver access, submit a request through ITS Workflow - refer to the instructions.*

	Name (First & Last)	Employee ID
1st Approver: (Principal Investigator)		
2nd Approver:		
3rd Approver: (Budget Manager)		

Completed by PI: *FOAP code for salary distribution*

Fund	Organization	Account	Program	Percentage

Principal Investigator's Signature: _____ **Date:** _____

Budget Manager's Signature: _____ **Date:** _____

Alberta Protection of Privacy Act and Alberta Access to Information Act:

The personal information that you provide to Mount Royal University (MRU) is collected under the authority of the Alberta Protection of Privacy Act (subsection 4(a) & (c)). The information will be used for the purpose of managing the employment relationship, including but not limited to, recruitment, payroll, employee & labour relations, and other benefits associated with being employed at the University. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the Alberta Protection of Privacy Act and can be reviewed upon request subject to the provisions of the Alberta Access to Information Act. Questions regarding the collection of personal information can be directed to: Human Resources - **Mount Royal University - humanresources@mtroyal.ca**

Last updated November 2025